



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF ADMINISTRATION
AND RESOURCE MANAGEMENT

November 6, 2013

Dr. Francesca T. Grifo
5307 Carlton St.
Bethesda, MD 20816

Congratulations! You have been selected for the Scientific/Technical (ST) position of Scientific Integrity Official. This position is located in the Office of the Science Advisor, Office of Research and Development, Environmental Protection Agency (EPA), with an official duty station of Washington, DC.

Information About Your Position:

- The effective date of your appointment is November 24, 2013
- Your annual salary will be \$140,980;
- Your immediate supervisor will be Glen Paulson, Science Advisor; your second level supervisor will be Lek Kadeli, Principal Deputy Assistant Administrator for Research and Development;
- You will work a full-time schedule;
- ST employees earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into the next leave year. There is no cap on accrued sick leave;
- You are required to serve a one year probationary period. Your probationary period starts November 24, 2013 and ends on November 23, 2014;
- You will be covered under the Federal Employees Retirement System (FERS-RAE); and
- You will be required to complete the attached SF-278 Financial Disclosure form.

Reporting for Work on the First Day Monday, November 25, 2013:

The effective date of your appointment is November 24, 2013. Please report for orientation on **Monday, November 25, 2013 at 8:30 a.m.** You will be met at the entry of the Ariel Rios North guard station. We are located at 1200 Pennsylvania Avenue, NW, Washington, DC. Please call me when you arrive at the guard station on 202-564-0394. I or someone from my team will meet you at the guard's station and sign you into the building.

You can reach the Agency by taking the Metro Commuter Rail. Board the Blue or Orange line train and get off at the Federal Triangle Metro Stop. Enter the U.S. Environmental Protection Agency William Jefferson Clinton North Building on your immediate right.

What to Bring to Orientation:

- You should access our website and **complete and bring** the following forms with you on Monday, November 25th. On the website, you should select "Career Appointment". The website is: <http://www.epa.gov/ohr/forms/>

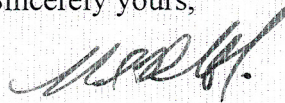
Declaration for Federal Employment (OF-306)
Employment Eligibility Verification (I-9)
FastStart Direct Deposit Enrollment Application
Race and National Origin Identification Form (SF-181)
Self-Identification of Handicap (SF-256)
Statement of Prior Federal Service (SF-144)
Tax Withholding Form - Federal

- Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, or a current copy of your driver's license)
- Social Security card issued by the Social Security Administration.
- Voided check

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to the Human Resources Office.

Congratulations on your selection. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me or my supervisor Karen Higginbotham on (202) 564-7287.

Sincerely yours,



Howard Barnett
Executive Resources Division
Office of Human Resources